

May 2003

***CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
INTEGRATED WASTE MANAGEMENT BOARD***

**WASTE TIRE PLAYGROUND COVER
GRANT PROGRAM FY 2003/2004
APPLICATION INFORMATION AND INSTRUCTIONS**



Available to the Following Public Entities in California that Operate Public Playgrounds Open to the Public During Normal Recreational Hours: Cities, Counties, City and County, Park Districts, Special Districts, Public School Districts, State Owned Recreational Facilities, Colleges, Universities, and Qualifying California Indian Tribes.

Applications must be postmarked or date-marked by a commercial carrier by

Friday, June 27, 2003

Hand-delivered, late, faxed or E-mailed applications will not be accepted.

Maximum Points: 100

Applicants Must Score 70% (70 of 100 Points)

To Be Considered For Funding

Waste Tire and Playground Grants Hotline Number

(916) 341-6441

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Waste Tire Playground Cover Grant Program

Question-and-Answer Period

Deadline: May 30, 2003

In order to give all applicants the same opportunity and the same information, the California Integrated Waste Management Board (CIWMB) has established a question-and-answer period for competitive grant programs.

Program-specific questions must be submitted in writing by mail or E-mail. The deadline for all questions is May 30, 2003. No questions will be answered after May 30, 2003. No phone calls regarding this grant program can be accepted after the release of the application.

All questions and answers will be posted on the CIWMB Tires Grant Program web page (see website below). The tentative web page posting date for these questions and answers is June 10, 2003, with updates posted as required. Questions and answers will be mailed to parties who request it by checking the box on the back of the Notice of Funds Available (NOFA). If you would like a copy of the questions and answers mailed to you either by mail or E-mail, forward your request to the address listed below.

Web page address: www.ciwmb.ca.gov/Tires/Grants/

E-mail address: tiregrants@ciwmb.ca.gov

Mailing address to request questions and answers:

**California Integrated Waste Management Board
Attn: Linda Dickinson
Special Waste Division
Waste Tire Playground Cover Grant Program
P.O. Box 4025, MS 22
Sacramento, CA 95812-4025**



Waste Tire Playground Cover Grant Program

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WASTE TIRE PLAYGROUND COVER GRANT PROGRAM

Fiscal Year 2003/2004

I. GRANT SUMMARY

BACKGROUND

The California Integrated Waste Management Board (CIWMB) receives an annual appropriation from the California Tire Recycling Management Fund (Tire Fund) to administer the California Tire Recycling Act (Act) (Statutes of 1989, Chapter 974) Public Resources Code section 42860 et. seq. As part of the Act, CIWMB is offering the Waste Tire Playground Cover Grant Program to encourage the reduction of landfill disposal and stockpiling of California waste tires.

Section 42889(g) of the Public Resources Code (PRC) requires CIWMB to assist in developing markets for waste tires. Further, PRC 42872(a) allows for the awarding of grants to public entities involved in activities and applications that result in reduced landfill disposal or stockpiling of waste tires. The Playground Cover Grant Program increases markets for waste tire rubber and educates the public on waste tire product uses. CIWMB award's Playground Cover Grants on a competitive basis.

Applicants must submit a project plan that includes rubber material manufactured from 100 percent California waste tires. The location of the project must be open to the public during normal recreational hours (school districts may request an exemption for cause). The project can include surface renovation at an existing playground or surfacing for a new playground. Eligible projects for the Playground Cover Grant include surfacing material that is placed underneath and around playground equipment.

- "Playground" means an improved outdoor area designed, equipped, and set aside for children's play that is not intended for use as an athletic playing field, athletic court, or other recreational surface. The playground area shall include all playground equipment, surfacing, fencing, signs, internal pathways, internal landforms, vegetation, and related structures.

GRANT FUNDING

With the passage of Senate Bill (SB) 876 (Escutia, Statutes of 2000, Chapter 838) the tire fee was increased to one dollar (\$1.00) per tire enhancing the potential resources available for this program. SB 876 authorizes CIWMB to allocate monies from the Tire Fund in a manner consistent with a five-year plan that is developed and approved by CIWMB and submitted to the Legislature pursuant to PRC section 42885.5. In 2001, CIWMB approved a Five-Year Plan, proposing funding for the next five fiscal years at \$800,000 for playground cover grants (with a maximum of \$25,000 per grant).



If there are more passing grants than funding available, CIWMB will award passing grants based on a geographic distribution of funds. CIWMB will allocate grant funds by passing score (rank order), then funding will be split, as follows: sixty-one percent (61%) to projects submitted from southern California and thirty-nine percent (39%) to projects submitted from northern California. The division of the State is based on the most current estimated population of each county, provided by the Department of Finance (DOF). Southern California counties are defined as those counties south of and including San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo.

APPLICANT ELIGIBILITY

Public entities that operate and manage a public playground in California can apply. For purposes of this grant, "public entities" (also referred to herein as "jurisdictions") are cities, counties, a city and county, colleges, universities, state owned recreational facilities, public school districts, qualifying California Indian tribes, park districts, and special districts. Only one application per jurisdiction will be accepted for the FY 2003/2004

grant cycle (i.e., one application per school district, tribe, city, county, park district, etc.). Two or more public entities operating a playground as a joint venture, under an existing agreement, are also eligible to apply. A formal inter-agency agreement such as a Joint Powers Authority (JPA) or Memorandum of Understanding (MOU) must be in place before the application deadline.

Each application must meet the following CIWMB requirements:

- Use rubberized surfacing materials made of 100 percent California waste tires.
- Provide a plan for public outreach and a sign designating the California Integrated Waste Management Board as a contributor toward the project. The sign must also identify the number of tires diverted from the waste stream due to the project.
- Verify that the project is a public playground and is open to the public during normal recreational hours. CIWMB may allow school districts to apply for an exemption from this requirement (see page 10 “Open To The Public”).
- Demonstrate the ability to provide a fifty percent (50%) match (of the grant amount requested), which may be reduced to a twenty-five percent (25%) match (of the grant amount requested), upon verification provided to CIWMB of “Extreme Financial Hardship.” Directions on how to qualify for “Extreme Financial Hardship” are provided in these instructions (see page 10 “Extreme Financial Hardship”).

Example of a project match: Applicant requests \$25,000. The match must be at least \$12,500. If Extreme Financial Hardship verification is provided, the match must be at least \$6,250.

ELIGIBLE PROJECTS

Projects that use tire rubber produced from California waste tires for surfacing at public playgrounds are eligible to apply for grant funding. Applicants for this grant program are limited to one application per jurisdiction for one or more playground(s). NOTE: Once the grant is

awarded, it is the applicant's responsibility to obtain a certification of recycled-content and manufacturer's certification that the rubber used for the project is from 100% California waste tires.

The Recycled-Content Product (RCP): The RCP database (www.ciwmb.ca.gov/RCP/) lists many companies that provide playground cover material produced from waste tires in California and other states. Additionally, see the list of playground cover contractors at: www.ciwmb.ca.gov/tires/products. These resources are a good starting place but are not an all-inclusive list.



CIWMB Disclaimer: The identification of individuals, companies, products and materials on CIWMB's website does not constitute endorsement by the CIWMB and is provided for informational purposes only. CIWMB is distributing this information in an effort to increase public awareness and knowledge about this important topic.

INELIGIBLE PROJECTS

Projects that use tire rubber produced from non-California waste tires are not eligible for grant funding. Playgrounds owned by non-profit or private entities are not eligible for grant funding. Projects that do not meet the definition of a “playground,” such as tennis courts, skateboard facilities, swimming pools, restrooms, athletic playing fields or athletic courts, etc., are not eligible for funding. Unless exempt, projects that are **not** open to the public during normal recreational hours are not eligible for funding.

ELIGIBLE COSTS

Eligible costs are expenditures incurred during the term of the grant after receiving the Notice to Proceed from CIWMB, which directly relate to the implementation of the playground surfacing portion of the project (i.e., preparation, installation, materials, labor, signage, and public outreach expenses). Additionally, the match requirement may be met by including costs related to refurbishing or purchasing playground equipment. Any new playground equipment purchased must contain at least 50% recycled-content to be eligible for the match requirement.

INELIGIBLE COSTS

Any costs not directly related to the playground project are ineligible for grant funding or match money. Ineligible costs include, but are not limited to, the following:

- Costs (claimed as either grant expenses or matching monies) incurred prior to the receipt of the "Notice To Proceed" or after April 3, 2006;
- Any costs not directly related to the preparation, installation, signage, materials, labor, public outreach expenses;
- *For match funds only:* Any costs not directly related to playground equipment purchase; refurbishment, removal, and/or installation;
- Costs of waste tire playground surfacing materials that are not from California;
- Costs currently covered by another CIWMB funded loan, grant or contract;
- Purchasing or leasing of land;
- Purchasing or leasing of vehicles by non-governmental agencies;
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation);
- Out-of-state travel;
- Expenses incurred for meetings, workshops, training, special events, etc.;
- Any food or beverages;
- Profit or mark-up by the Grantee;
- Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and miscellaneous costs incurred;
- Any costs that are not consistent with local, state, and federal guidelines and regulations;
- Cell phones, pagers; electronic personal assistance device, camera's, etc.
- Any personnel costs not directly related to salaries and/or benefits;
- Permit, inspection, and use fees;
- Interest charges or payments on bonds or indebtedness required to finance project;
- Bonus payments for early completion of work;
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations;
- Travel or per diem costs;
- All cost attributable to county or state building licensing and permit fees, sewer/utility use or

unit fees, and/or other building inspection fees;

- Maintenance costs; and
- Any other costs not deemed appropriate by the Grant Manager.

QUESTIONS AND ANSWERS

To give all applicants the same opportunity and the same information, CIWMB has established a question-and-answer period for competitive grant programs. Program-specific questions must be submitted in writing, by mail, or E-mail. The deadline for all questions is May 30, 2003. Because this is a competitive grant program, no questions will be answered after May 30, 2003. Additionally, no phone calls regarding this program can be accepted after the release of the application.

All questions and answers will be posted on CIWMB's web page. The **tentative** web page posting date for the questions and answers is June 10, 2003, with updates posted as necessary. A copy of these results will be mailed to those who request it by checking the box on the back of the Notice of Funds Available (NOFA) or by mailing or E-mailing a request to the appropriate address below.

Web page address:

www.ciwmb.ca.gov/Tires/Grants/Playground

E-mail address: tiregrants@ciwmb.ca.gov

Mailing Address:

California Integrated Waste Management Board
Attn: Linda Dickinson
Special Waste Division
Waste Tire Playground Cover Grant Program
P.O. Box 4025, MS 22
Sacramento, CA 95812-4025

GRANT TERM

The term of the grant is from the time the Grantee receives a Notice to Proceed from CIWMB through April 3, 2006. All costs must be incurred during this term. The last payment request and final report are due by **April 3, 2006**.

PROPOSED PROGRAM MILESTONES

| Date | Activity |
|-------------------------------|--|
| May 2003 to May 30, 2003 | Application period (program-specific questions accepted by mail and/or E-mail) |
| May 30, 2003 | Question-and-Answer period deadline |
| June 10, 2003 | Questions and Answers available (tentative) |
| June 27, 2003 | Application deadline) |
| July 2003 to August 2003 | Review and ranking of applications |
| October 2003 | Recommendations of Award presented to the Board |
| December 2003 – April 3, 2006 | Grant performance period |
| April 3, 2006 | Close of grant term |
| April 3, 2006 | Final report and final payment request due |

II. GRANT APPLICATION AND AWARD PROCESS

The application process consists of submitting:

- A completed and signed Waste Tire Playground Cover Grant Program application (initialed where appropriate for Environmental Justice on the Application Cover page);
- A completed and signed Licenses, Permits, and Filings page;
- A signed resolution or resolution timeline and, if applicable, a Joint Powers Authority (JPA) agreement or Memorandum of Understanding (MOU).

APPLICATION DEADLINE

The completed and signed application must be postmarked or exhibit a commercial carrier tracking number that is before or on Friday, June 27, 2003. Hand-delivered, faxed or E-mailed applications will not be accepted at any time. Other than the Resolution (discussed on page 11), missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that CIWMB receives the application with all required

information on time.

GRANT EVALUATION PROCESS

After the close of the application period, staff will review and score the grant applications. The applications will be evaluated based on the answers to the criteria in the application (see Appendix E - Scoring Criteria). Applicants must score seventy (70) percent (70 of 100 points) to be considered for funding.

AWARDING OF GRANTS

Based on the resulting scores, staff will develop funding recommendations for the Board's consideration during its monthly business meeting in October 2003 (tentative). If the total amount of funds requested by the successful applications exceeds the funding amount available, CIWMB will allocate grant funds by passing score (rank order), then funding will be split, as follows: sixty-one percent (61%) to projects submitted from southern California and thirty-nine percent (39%) to projects submitted from northern California. The division of the State is based on the most current estimated population of each county, provided by DOF. Southern California counties are defined as those counties south of and including San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo.

All applicants will be notified of staff's recommendations by mail. Approximately a month after the October 2003 Board meeting, applicants selected for grant funding will receive instructions on the grant agreement process.

CIWMB reserves the right to fund individual phases of selected proposals, and may therefore fund an amount less than requested. In the event CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate additional conditions or changes in the final grant agreement.

III. APPLICATION INSTRUCTIONS

The application is self-explanatory. The Appendices provide sample procurement policies, a sample budget, a sample work plan, term and

word definitions, an application checklist and scoring criteria. A sample application has been included on CIWMB's website at www.ciwmb.ca.gov/Tires/Grants/Playground.

The completed application must include answers to all eleven (11) criteria as well as the following completed forms:

- General Checklist of businesses and licenses permits, etc.
- Work Plan;
- Budget Itemization Form;
- Summary of Current and Previous Grant Awards; and
- Resolution or resolution acknowledgement (discussed below), and if applicable, a JPA agreement and/or MOU.

ECONOMIC NEED

An applicant that qualifies for "Economic Need", (Criterion #11 of the application) can earn two (2), three (3) or five (5) points. To qualify an applicant's playground facility must be located within a Zip Code Tabulation Area (ZCTA™) that has a median household income of at or below seventy-five percent (75%) of the California's Median Household Income of \$47,493.

Applications that qualify for five (5) points, also qualify for "Extreme Financial Hardship" and need only provide a match of twenty-five percent (25%) of the total grant amount requested (see "Extreme Financial Hardship" page 10). California's Median Household Income is \$47,493. Sixty-four percent (64%) of the State Median Household Income is \$30,396. However, for the purposes of this criterion, we will use at or below \$30,399 to receive five (5) points. Other calculation adjustments have been made to assist the applicant.

- **Five (5) points:**
 - 64.00% and under
 - at or under \$30,399
- **Three (3) points:**
 - 64.01% - 69.99%
 - at or between \$30,400 – \$33,244
- **Two (2) points:**
 - 70.00% - 75%
 - at or between \$33,245 - \$35,623
- **Zero (0) Points:**
 - 75.00%
 - at or over \$35,624

ZCTAs are a new statistical entity developed by the U.S. Census Bureau for tabulating summary statistics from Census 2000. This new entity was developed to overcome difficulties in precisely defining land area covered by each Zip Code®.

Median income is the amount which divides the income distribution into two equal groups, half having incomes above the median, half having incomes below the median. The median household income for California, based on available 2000 U. S. Census data, is \$47,493.

To determine your ZCTA, use the map function provided in the directions below. ZCTAs are generally based on the 5-digit zip codes. In the rare instance that there is no corresponding ZCTA for a particular zip code, the zip code for the nearest adjacent area may be used. If an application is for a project in more than one ZCTA, the applicant can claim the income for whichever facility location has the lower median income.

In order to use ZCTA to determine the median household income for a particular zip code follow the directions below.

Go to the URL: <http://factfinder.census.gov/>

1. Select "2000 Summary File 3 (scroll down midway to view the link)."
2. Select "Detailed Tables" (on right hand side of screen).
3. On "Select a Geographic Type" select "5-digit ZIP Code Tabulation Area" (last selection on the pull down menu).
4. On "Select a 3-digit Zip Code Tabulation Area"...locate and select the 3-digit ZCTA of your playground's location (the 3-digit ZCTA is the first three digits of the location's zip code). [Note: All of California's 3-digit ZCTAs will begin with the number 9.] Selecting your 3-digit ZCTA will automatically toggle the screen and a listing of ZCTAs in your area will appear in the "Select one or more geographic areas..." section.
5. In "Select one or more geographic areas..." select the 5-digit ZCTA (in many cases the 5-digit ZCTA is your 5-digit zip code).
6. Click the "Add" button.

7. Next, map the ZCTA by clicking on the "Map It" button. This will allow you to verify the location. To exit the mapping function.
8. Click the "Close" button.
9. Click the "Next" button.
10. This is the "Details Tables / Select Tables" window.
11. On the Select Tables section, select table "P53 – 1999 Median Household Income in 1999 Dollars."
12. Click the "Add" button.
13. Click the "Show Table" button.

The site will display the Median Household Income for the ZCTA submitted in whole dollars.

Applicants unable to determine the median household income for the project's zip code may contact CIWMB via the Grants Hotline (916-341-6441) or E-mail: tiregrants@ciwmb.ca.gov and ask for assistance.

EXTREME FINANCIAL HARDSHIP

If the applicant qualifies for "Economic Need" at 64% or less of the State's Median Household Income, the applicant also qualifies for "Extreme Financial Hardship." This designation only requires applicants to provide a twenty-five percent (25%) match. If an application is for a project(s) located in more than one ZCTA, the applicant can claim the income for whichever facility location has the lower median income. Sixty-four percent of the State Median Household Income is \$30,399.

There are 1,757 ZCTAs in California; and 396 have median household incomes below \$30,399. Therefore, approximately twenty-three percent (22.54%) of California communities would qualify for Extreme Financial Hardship.

OPEN TO THE PUBLIC

CIWMB requires all playground cover grant projects to be open to the public during normal recreational hours. However, if the application is from a school district there may be specific reasons why the playground cannot be open to the public. To ensure this grant program does not exclude school districts with compelling reasons, CIWMB may allow an exemption to this requirement. If a school district wants to claim

this exemption, a justification must be provided with the application. CIWMB may waive the "Open to the Public During Normal Recreational Hours" requirement if:

- The school district has experienced an excessive property crime rate or dollar loss as indicated in the California Department of Education's (CDE) California Safe Schools Assessment 2000/2001 Results <http://www.cde.ca.gov/spbranch/safety/cssa/cssa.asp>;
- The school district's playground is not accessible during normal recreational hours due to security concerns (e.g., access to the playground is only through the school building);
- The school district is designated as "persistently dangerous" as defined by the federal "No Child Left Behind Act"; or,
- The school district has another compelling reason.

WORK PLAN

The Work Plan must list **all** tasks including grant funded and match activities that are eligible expenses necessary to complete the proposed project. Please number each task. The Work Plan expenses must match the Budget Itemization Form. Each item in the Work Plan is detailed below:



Task Description - the activities conducted within a project. Each major Task Category should be listed and broken into subtasks. For example, if the proposed project involves the major task "Hiring a Contractor," the Work Plan might list the following subtasks: 1) preparation of a request for proposal or bid; 2) proposal/bid sent to businesses; 3) in-house review process after receiving the bids; 4) preparation of contract; and 5) announce award of contract.

- **Budget** - the amount of grant and match funds necessary to complete the major tasks and subtasks. This section of the Work Plan must match the Budget Itemization Form. Hint: Only include the minimum match money, as this directly correlates to the points you'll receive in Criteria # 10 (see Appendix E Scoring Criteria).
- **Product or Results** - the finished product(s), timeline(s), or goal(s) of the task(s).

- **Staff or Contractor** - the person or title of the person who will be responsible for implementing the task(s).
- **Time Period** - the projected beginning and ending **date** required to complete each task.

If additional space is needed, the Work Plan form may be reproduced as necessary.

BUDGET ITEMIZATION

Provide a thorough itemization of funds requested (see Appendix B – Budget Sample) for eligible expenses. Clearly itemize all expenses described in the Work Plan.

Demonstrate that the budget is reasonable for the work proposed. Only reasonable costs incurred during the grant agreement term are eligible for grant funding. Dollar amounts should be rounded to the nearest whole dollar ($\leq .50$, round up, $\geq .49$, round down). **Applicants must carefully check the accuracy of all budget itemizations and totals.** Descriptions of each category in the Budget Itemization Form are as follows:



- **Personnel Services** – this may include salaries, wages, and benefits for personnel who are employed by the grantee and will work directly on the project.
- **Materials/Supplies** – this may include costs of materials and/or supplies directly related to completion of the project.
- **Equipment** - enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. If you do not know the exact dollar amount, provide estimates from a contractor.
- **Services/Contracts** – this may include contracts with construction and engineering service and equipment manufacturers, or other project-related services.
- **Other Costs** – identify costs not included in the above categories and not listed as ineligible costs.
- **Cost Savings** - include cost savings, e.g. volunteer labor, in-kind services, re-use, recycling options, etc.

If additional space is needed, the Budget Itemization Form may be reproduced as necessary.

SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS

List all current and previous CIWMB grants that your agency has received in FYs, 2000/2001, 2001/2002, and 2002/2003.

- **Type of Grant** – Playground, Used Oil, Waste Tire, etc.
- **Grant Agreement Number** - list the grant agreement number of your current and previous CIWMB grants.
- **Grant Award Amount** - list the dollar amount your program was awarded. Do not list what you requested.
- **Brief Program Description** - give a one (1) or two (2) sentence summary of each grant program(s) that received a CIWMB grant.
- **Audit** - has this grant ever been audited by CIWMB or other agency such as Bureau of State Audits, or Department of Finance? If yes, give the date and auditing agency.

RESOLUTION

The grant application package must include an approved resolution from the applicant's governing body authorizing submittal of an application to CIWMB. The resolution must also identify by title, the position authorized to execute the grant agreement, and all related documents including requests for payment. (See Sample Resolution on page 19 of the application.)

In the event the applicant cannot obtain a resolution prior to submission of the application, the application must include the completed acknowledgement form in the application, which states when the resolution approval is expected.

Cooperative Projects - In addition to the resolution for the lead applicant as described above, applications for cooperative projects **must include one of the following:**

- **JPA Agreement** - a copy of a Joint Powers Authority (JPA) agreement and a letter from each jurisdiction's manager or administrator designating the lead agency and authorizing it

to act on their behalf as both applicant and grant administrator; or

- **MOU** - a copy of a Memorandum of Understanding (MOU) designating the lead agency and authorizing it to act on behalf of the jurisdictions as both applicant and administrator.

IV. PAYMENT REQUESTS AND AUDIT REQUIREMENTS

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for the actual costs directly related to the project as approved. Ten percent (10%) of each payment request will be retained until the Final Report and a final Payment Request are submitted and approved by CIWMB. Payment will be made only for costs described in the applicant's approved Grant Agreement unless CIWMB has approved (in writing) grant modifications. All payment requests must be prepared as described in the Procedures and Requirements section of the Grant Agreement for both grant and matching expenditures. Include itemizations with documentation of claimed expenses (e.g., receipts, invoices, proof of payment, etc.).



AUDIT REQUIREMENTS

All grantees are required to comply with the following provisions:

1. **Audit/Records Access.** The grantee agrees that the Board, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the

performance of this Agreement. The grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

2. **Waiver of Personal Jurisdiction:** Should CIWMB seek reimbursement of costs paid to a grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses.

V. APPLICATION SUBMITTAL

Applicants must submit an original and three copies of the complete application, with the original marked "Original," and the copies marked "Copy," to the address below. The application must exhibit a commercial carrier tracking number or be postmarked no later than **Friday, June 27, 2003**. An application postmarked after this date will be returned to the applicant and will not be considered for grant funding. Hand-delivered, faxed, or E-mailed applications will **not** be accepted at any time. CIWMB strongly recommends that applicant's use priority or overnight mail to delivery their application package. An application must be in a font no less than 10 points, printed on recycled-content paper, double-sided, and fastened in the upper left-hand corner (do not bind the application).

Other than the resolution, missing or corrected information received after the deadline will be returned to the applicant and will not be considered during the scoring process. It is the applicant's responsibility to ensure that the application is complete and submitted on time to CIWMB.

The following is the U. S. postal mailing address:

**California Integrated Waste Management Board
Waste Tire Playground Cover Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Phil Poon
P.O. Box 4025, MS 10
Sacramento, CA 95812-4025**

The following physical address is necessary for applications sent by commercial carrier:

**California Integrated Waste Management Board
Waste Tire Playground Cover Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Phil Poon
1001 "I" Street, 19th Floor, MS10
Sacramento, CA 95814**



End of Application Instructions